

USER/SECURITY OFFICER CODE OF CONDUCT

Initials
of
U/SO

1. _____ I have read the Master IS Security Plan for Facsimile Devices and Digital Copiers and the pertinent sections of the DOE Headquarters Facilities Master Security Plan concerning classified facsimile devices and/or Digital Copiers.
2. _____ I am aware of my responsibility for knowing what constitutes a security infraction and the procedures for responding to an infraction.
3. _____ I am aware of my responsibility for reporting any security-related events involving the Facsimile device to the Classified IS Security Officer (ISSO) in accordance with current DOE and local policy.
4. _____ I am aware that, when the Facsimile device or Digital Copier is not in use and/or is to be left unattended, it must be sanitized by turning off the electric power for at least 2 minutes, turning the power on, and off a second time for at least 2 minutes. classified documents that have been processed must be locked in a DOE approved security container, the Crypto Ignition Key (CIK) for the STU-III used with facsimile devices must be removed from the STU-III and placed in a security container.
5. _____ I am aware that users of classified Fax devices and/or Digital Copiers are to prevent (to the extent possible) unauthorized persons from entering the work area during classified processing and that the Facsimile device/Digital Copier must be positioned so that it cannot be viewed from outside the processing area (i.e., in view from open doors or uncovered windows).
6. _____ I am aware that classified documents (sent or received by the Facsimile device) and/or reproduced by a digital copier and their covers or containers must bear appropriate classification markings that indicate the highest level of data contained therein. I am further aware of my responsibility to follow Document (or Media) Accountability Procedures located in Chapter XI Paragraph 5 of the DOE Headquarters Facilities Master Security Plan.
7. _____ I am aware that toner cartridges used for classified processing need to be sanitized only when the FAX device or digital copier has malfunctioned. I am aware that the DOE HQ Master IS Security Plan for Facsimile Devices and Digital Copiers Paragraphs 10.6.3 and 0.6.4 provide guidance for sanitizing toner cartridges.
8. _____ I am aware of my responsibility to continually improve security. Through my daily interaction with a facsimile device and/or digital copier, I am able to detect weaknesses and vulnerabilities within the system. I will make a conscientious effort to express ideas on enhancing security to the designated Classified IS Security Officer.
9. _____ I am aware that, as a U/SO of Department of Energy office systems, I must ensure that the equipment is used only for job related processing and that all other uses are prohibited. I am aware that I am subject to periodic review for compliance and audit for waste, fraud, and abuse by my management and other internal and external auditing agencies (i.e., IG, GAO, etc.).

DOE HQ Master IS Security Plan
for Facsimile Devices/Digital Copiers

ANNUAL FACSIMILE DEVICE/DIGITAL COPIER U/SO ACKNOWLEDGMENT

10/01/99

OF COMPLIANCE RESPONSIBILITIES

Attachment 1F-1

10. _____ I am aware that electronic equipment, antennas, etc., may not be placed in the immediate proximity of the classified facsimile device and/or digital copier without being listed and approved by the ISSM in the Individual Facsimile Device/digital copier Security Plan. I am also aware that any modifications to the device may not be performed without the prior approval of the ISSO.

Statements 11 & 12 are for Users of Facsimile Device only

11. _____ I am aware that I am responsible for ensuring that the sender verifies that the receiver has the proper clearance and need-to-know for outgoing classified documents.
12. _____ I am aware that it is my responsibility based on notification by the sender or addressee to verify the classification level and category of incoming documents, not to exceed Secret, send requested document receipt to the sender,

I have read the above statements and understand my responsibilities for protecting classified office systems and information as indicated by my initials. I am aware that I am required to review, initial, and resign this attachment annually no later than the anniversary date as indicated next to my signature below.

U/SO: _____ / _____ / _____
Printed Name *Signature* *Date*

User/Security Officer Code of Conduct - Instructions

The purpose of this attachment is to provide a documented means of insuring that each U/SO is aware of his/her responsibilities for processing classified information on an accredited facsimile device/Digital Copier.

This attachment contains a series of statements, for which the U/SO will initial each to indicate that he/she understands and acknowledges his/her responsibilities. This will be done annually (not later than 1 year from the date signed on the previous attachment) by each U/SO to provide a refresher to the U/SO of his/her responsibilities. After the U/SO has completed this attachment (all the statements are initialed) and the ISSO is confident that the U/SO understands his/her responsibilities, then the ISSO may allow the U/SO to perform classified processing on an accredited facsimile device and/or Digital Copier. This attachment is not required to be submitted with the accreditation/reaccreditation package to the ISSM, but will be reviewed by the ISSM representative when a site or compliance review is held. The ISSO will retain the original of this attachment until replaced by the next annual attachment completion and provide a copy of same to the U/SO for reference purposes.

DOE HQ Master IS Security Plan for Facsimile Devices/Digital Copiers

ANNUAL FACSIMILE DEVICE/DIGITAL COPIER U/SO ACKNOWLEDGMENT
Attachment 1F-2 OF COMPLIANCE RESPONSIBILITIES

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DOE HQ Master IS Security Plan
for Facsimile Devices/Digital Copiers

SECURITY REVIEW CHECKLIST FOR

10/01/99

FACSIMILE DEVICE/DIGITAL COPIER CERTIFICATION

Attachment 4F-1